

CITY OF HELOTES

EXTERNAL JOB ANNOUNCEMENT

Reserve Bailiff Officer (Part-Time)

SALARY: non paid
OPEN DATE: 5/12/2014
CLOSING DATE: 5/23/2014 @ 5 pm
FLSA STATUS: Non-exempt

JOB SUMMARY:

Court Bailiffs are law enforcement officers who provide security to Court personnel and ensure order during Court proceedings. The Bailiff will serve directly under the Warrant Officer for Court duties and Patrol Lieutenant for special event/security duties. Main job duties will be to provide security and maintain decorum in the Courtroom. The bailiff will enforce the rules of the Court and also provide administrative support to the Bailiff supervisors, Judges and other Court personnel, as needed during Court.

ESSENTIAL JOB FUNCTIONS:

1. Conduct metal detection of individuals before entering the Courtroom;
2. Search individuals and any bags/materials brought into Court;
3. Ensure order and security within the Municipal building;
4. Locks and unlocks Courtroom for Court personnel and defendants;
5. Maintain and check that the Courtroom is intact and in order before and after trials and arraignments are held;
6. Maintain and keep up to date on Court schedule;
7. Opens Court and informs Judge that Court is ready;
8. Takes custody and direct jurors and defendants to set locations for Court;
9. Relays messages from jurors to judge;
10. Advises Court personnel and attorneys when verdicts are reached;
11. Escorts defendants to and from the Courtroom;
12. Ability to deal courteously and tactfully with clerks and all persons having contact or business with the Court;
13. Contacts a variety of Court personnel, government workers, and lawyers in an efficient, competent and professional manner;
14. Provides assistance to Court personnel and Warrant Officer with any other duties that may be assigned; and
15. Provides security for special events occurring within The City of Helotes, as directed and needed.

JOB REQUIREMENTS:

- Prior bailiff/Municipal knowledge;
- Prior experience with Court security procedures;
- Individual must possess a high level of professionalism, civility, and discretion;
- Must be a licensed Peace Officer for the State of Texas;
- Must possess and maintain a valid Texas driver's license;
- Candidate must pass a drug screen and security background check; and
- Must be available to attend schools in or out of town for training purposes.

PHYSICAL REQUIREMENTS:

Through regular exercise and moderate living, shall maintain a physical condition as to be able to handle strenuous physical contacts or demands required of an active, uniformed law enforcement officer. This position requires the ability to stand for long periods of time, and carry up to 20lbs. All employees are subject to random drug testing.

WORK LOCATION

12951 Bandera Road, Helotes, Texas 78023.

WORK HOURS:

Attending and assisting with Municipal Court three times a month, all jury trials each year, and Municipal special events throughout the year, as directed, to serve as security. May need to work long hours, extending beyond 5:00 P.M. on certain court days and special events.

This job description is not an employment agreement or contract.

Management has the exclusive right to alter this job description at any time without notice.

Helotes is EOE

Accepting application and resume by regular mail, email or fax #210-695-6520.